

eLocker

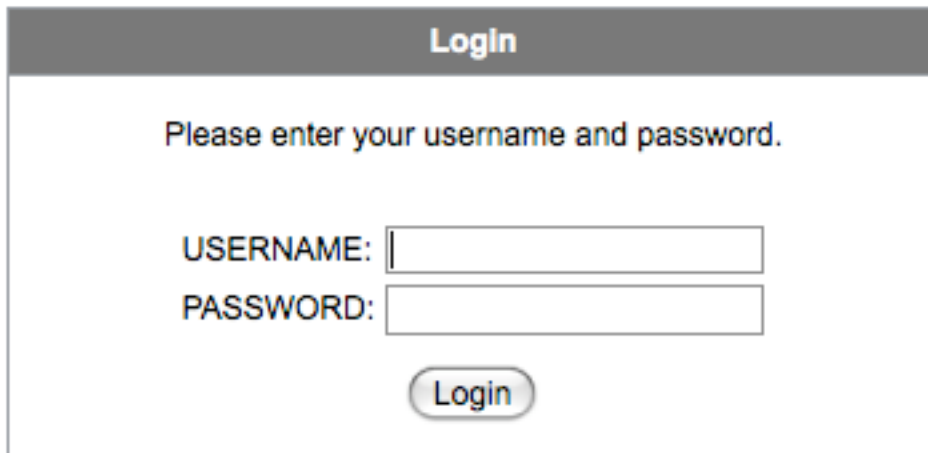
<https://elocker.sd25.org>

A way to access your building server folder from any computer with an internet connection.

Procedure: Access your building server folder through elocker, choose a file (**be sure you have the application on your computer to open the document**), download the document to your computer, sign off of elocker, work on your document, sign back on to elocker, upload the document back to your server folder.

Here's How:

1. Open up your internet browser, Safari, Firefox or Internet Explorer.
2. Go to the website: <https://elocker.sd25.org>
The address begins with **https**, not **http**.
3. Enter your building server USERNAME.
First initial last name all lower case no spaces.
Example: **jsmith**
4. Enter your building server PASSWORD. Click Login.

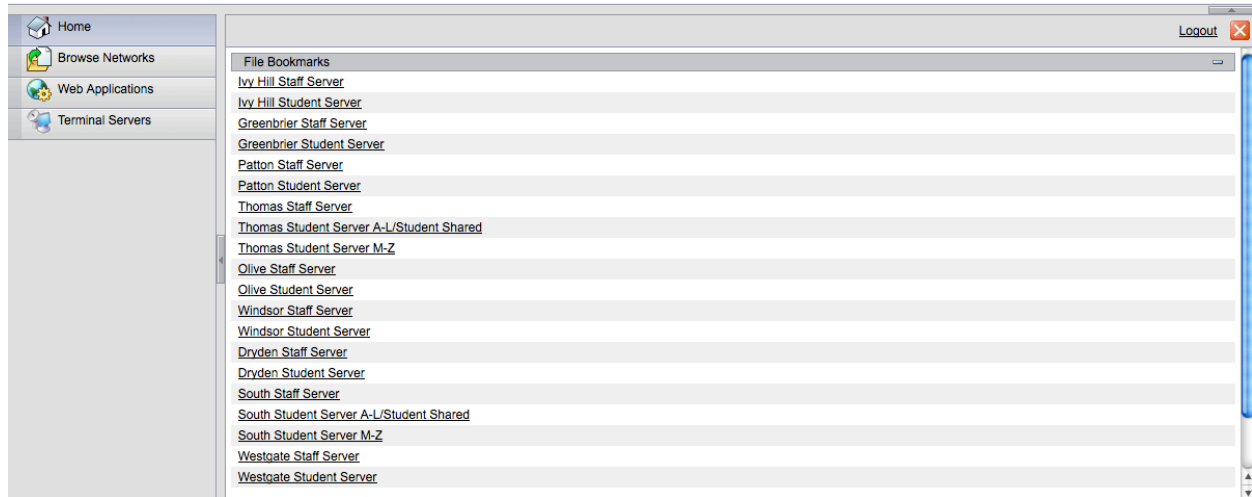
A screenshot of a web browser showing the login page for eLocker. The page has a dark gray header with the word "Login" in white. Below the header, the text "Please enter your username and password." is displayed. There are two input fields: one for "USERNAME:" and one for "PASSWORD:". Below the password field is a "Login" button with a circular design.

You are now signed into elocker.

Click on “(YourSchool)Staff Server”
It will take a moment for elocker to load your documents.



AHSD25 eLocker



5. You will need to Authenticate again for security purposes.

Authentication required

Username:

Password:

Submit

Cancel

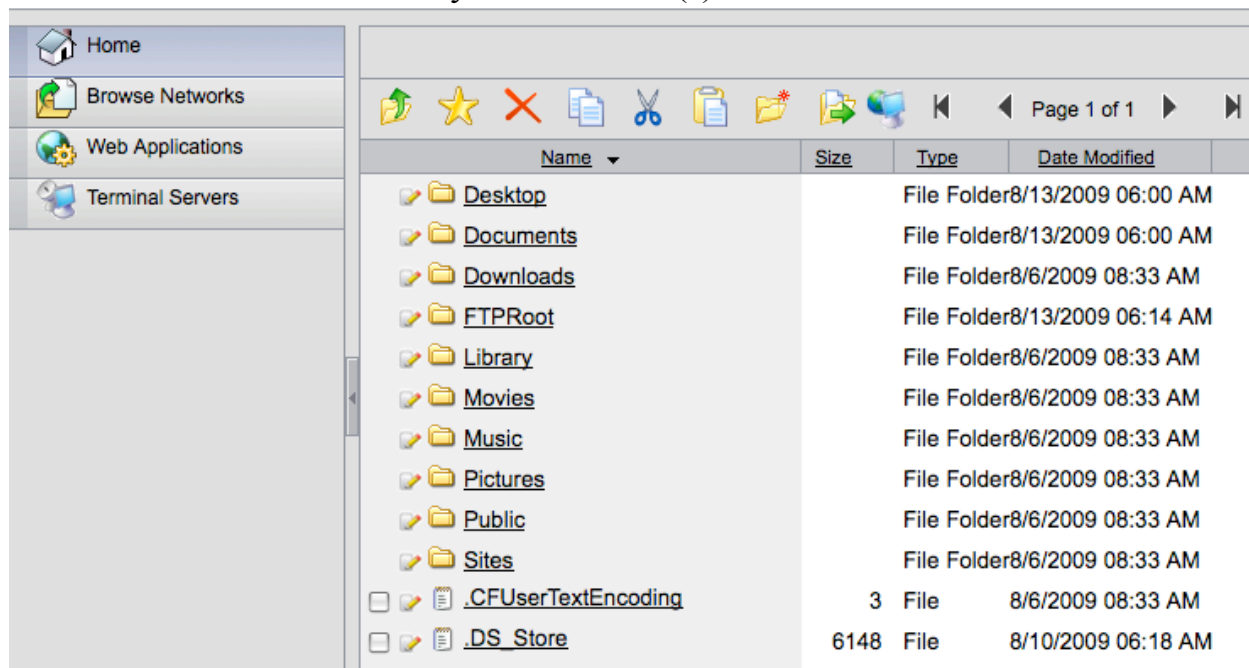
Enter your building server USERNAME.

First Initial and last name all lower case.

Example: **jsmith**

Enter your building server PASSWORD and click Submit

6. Click on the folder where your document(s) is saved.



You will see your File Folders first, then your individual documents.

DO NOT USE THE BACK ARROWS IN YOUR BROWSER TO NAVIGATE, USE THE ELOCKER TOOL BAR.

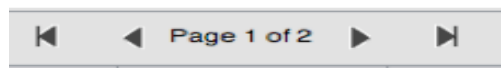


If you roll your cursor over the icon it will tell you what it does. All icons are identified at the end of this document.

For example:



Level Up – This lets you go back to the previous level/previous folder



To see more documents click on the arrows by Page 1 of 2

7. To download the document, click on the name of the document. The document will download to your computer desktop.

8. Once you have downloaded your document(s) you need to log out of elocker. Click on the “X” on the top of the page on the right.

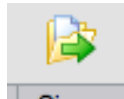
elocker only allows you to be signed in for 10 minutes

9. Now you can work on the document(s) and make additions and changes.

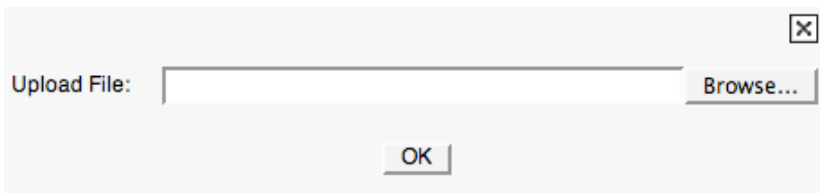
Putting Your Document(s) Back on the Server

When you are finished working on your document(s) you can copy the file(s) back to the building server.

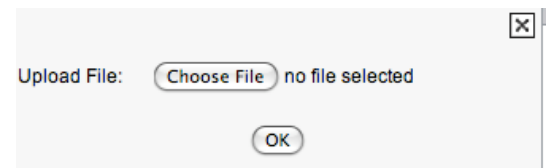
- log back into elocker
- navigate to the folder where you want to put your document(s)
- be sure to open the folder you want the document to be copied into
- if you are replacing the document with the same name, put a check in the box in front of document on elocker
- if you are renaming your document or adding a new document you do not put a check in front of the document
- click on the Upload icon



- click on Browse(Firefox) or Choose File (Safari) to browse your computer for the file you want to put on your building server
- click OK
- in Firefox you can rename the document in this window, in Safari you will need to rename the document prior to uploading*



Upload File:

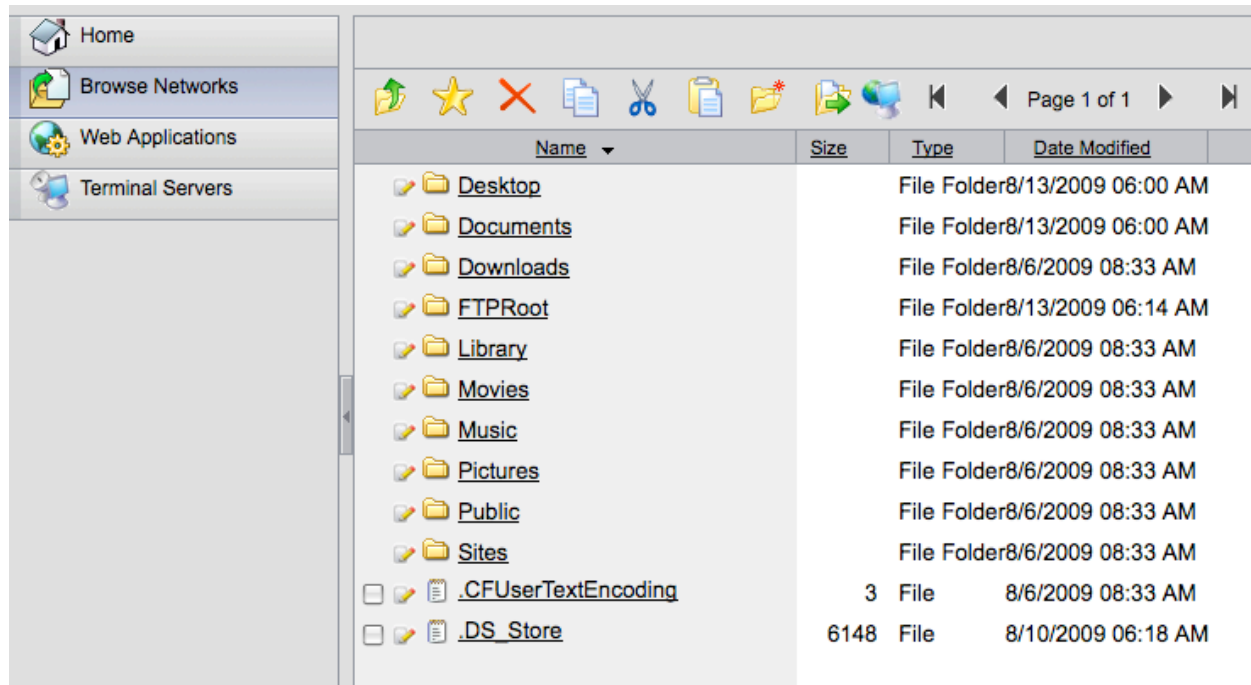


Upload File: no file selected

*** Make sure your documents on the server have an extension (example - .doc). If you are using Safari, make sure that your document's title does not have any characters or spaces in it except for an underscore. For example if it has a dash -, a slash /, parenthesis (), or a space in the title, your document will not download with the same title. The spaces and characters will be replaced with % signs and numbers. You will have to rename the document to upload and replace it as the same document title. This only occurs when using Safari,**

Accessing the Staff Shared Folders from elocker

1. When you are logged into elocker, choose the FTPRoot folder.
2. Choose (YourSchool)-staff-shared.



WHAT ARE THOSE BUTTONS?



A **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M**

A Level Up - Navigate to the previous folders

B Favorites

C Delete - Place a check in the box in front of the document you want to delete

D Copy

E Cut

F Paste

G New Folder

H Upload – place edited and new documents back in your server folder

I Network

J Go to the first page

K Go back one page

L Go forward one page

M Go to the last page